

TEACHING SKILLS STUDY AWARDS (TSSA)
Call for Proposals – Winter 2017
(Sponsored by: Teaching Resource Center)
SUBMISSION DEADLINE: Tuesday, November 1, 2016, 11:59pm

PURPOSE

To enhance faculty's TEACHING by attending a conference devoted to university teaching or to a high-impact, evidence or a newly developing teaching practice.

ELIGIBILITY

Full time tenured and tenure-track faculty, and fulltime CSUSB lecturers on a minimum of one-year contract who have not received any TSSA funding in AY 2016-17 are eligible.

FUNDING

Awards range from \$400-\$1,000. Approximate budget is \$7,000/quarter.

GUIDELINES

1. Conference must focus on teaching strategies or methods, (e.g., case studies, problem-based learning, active learning, online teaching, collaborative learning, strategies for teaching multicultural classes), and not on content and research in a discipline. Very high priority will be given to conferences totally dedicated to teaching.
Note: These awards are not for research or general academic conferences. Proposals for participation in broader conferences or workshops which include *substantial* component(s) focused on teaching will be considered, but will require special justification and details of the nature of the program you wish to attend.
2. Attendance at the conference must directly enhance current courses and immediate teaching assignment or be directly related to departmental needs for program development.
3. Application must be accompanied by a separate sheet with the name and dates of the conference, the link to the conference program, and the names of the workshops and/or presentations you plan to attend.
4. Faculty member will serve as TRC's campus consultant on the teaching strategies learned and must be willing to support TRC's teaching programs.
5. The award will apply only to the approved conference and is not transferable to other conferences.
6. This SECOND call for proposals on September 27, 2016 will apply to conferences scheduled between January 1 and March 31, 2017. There will be a separate call for conferences scheduled in Spring (Apr-Jun) 2017*.
7. Applications must be submitted electronically no later than 11:59pm of the deadline date.
8. After the conference, faculty will submit a one-page report, and participate in a brown bag dissemination in 2017-18.
9. Funding will be on a reimbursement basis. All transactions must be processed via CONCUR (found here: <http://travel.csusb.edu/concur.html>).
10. Department Chair's signature is required.

APPLICATION FORM

(Proposals that do not comply with the formatting specifications listed below will not be reviewed by the Instructional Quality Committee and will not be funded.)

Proposals should be a maximum of two pages, have 1 inch margins all around, may be single or double-spaced, and have a font size no smaller than 11 point in Arial style. Exclude all identifying information on Page Two. Do not use imbedded headers/footers, page numbers, or footnotes.

PAGE ONE

1. **TITLE:** WINTER 2017 Teaching Skills Study Award
2. **NAME, Department, Email, Phone**
3. **SIGNATURE** of Department Chair, Name, Email, Phone

PAGE TWO

4. **NAME OF CONFERENCE, DATE, LOCATION, AND CONFERENCE WEBSITE LINK**
5. **DESCRIPTION OF Teaching Strategies or Method(s)** to be studied at conference
6. **EXPLAIN WHAT YOU HOPE TO LEARN** from attending the conference
7. **EXPLAIN HOW WHAT YOU LEARN WILL ENHANCE YOUR TEACHING**
8. **EVALUATION AND DISSEMINATION:** Do you agree to participate in activities that TRC and the Instructional Quality Committee will set up for grant awardees? Yes / No
9. **BUDGET:** List travel expenses (registration, transportation, hotel, per diem, parking)

SUBMISSION

1. Submit ONE ELECTRONIC .PDF COPY to trc@csusb.edu.
2. **DEADLINE: 11:59 PM, NOVEMBER 1, 2016 (Tuesday).**

Awards will be announced during the week of November 21, 2016.

CRITERIA

1. Proposal follows required format. **Proposals that do not comply with the formatting specifications will not be reviewed by the Instructional Quality Committee and will not be funded.**
2. Proposal was received on time.
3. Proposal is signed by Department Chair.
4. Conference details (date, location, website) are included.
5. Conference is directly related to teaching.
6. Impact of conference on teaching is significant and clearly explained (See Item #7 above).
7. Faculty member agrees to participate in an evaluation and/or dissemination activity to be determined by IQC/TRC.
8. Budget is appropriate and does not exceed \$1,000.
9. Faculty member has not received prior TSSA funding for AY 2016-17.
10. Faculty member has submitted all grant reports for TRC grants awarded prior to 2015-16.

* Grant programs are scheduled based on funding approval for the new fiscal year.